

Introduction

The "Document Inquiry" Quick Reference Guide is designed to provide the minimum steps necessary to search for specific documents (Bids, PO's, Blankets, etc.).

Pre-requisites

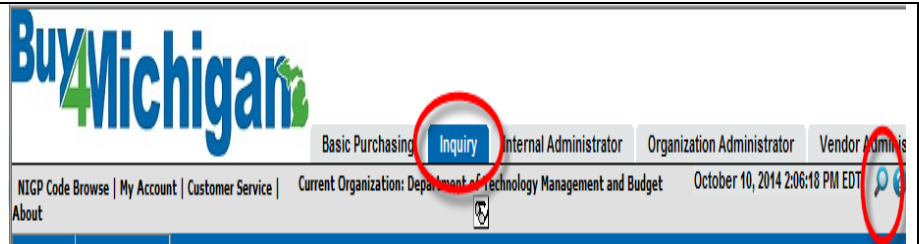
You must have access to the Inquiry Role or Basic Purchasing Role.

Steps

Step 1:

- a.) From the Home Screen once logged in, select the **Inquiry Tab** at the top of the page OR click the **Eyeglass Icon** to your right of the page.

Note: Both options provide you with the same search criteria.



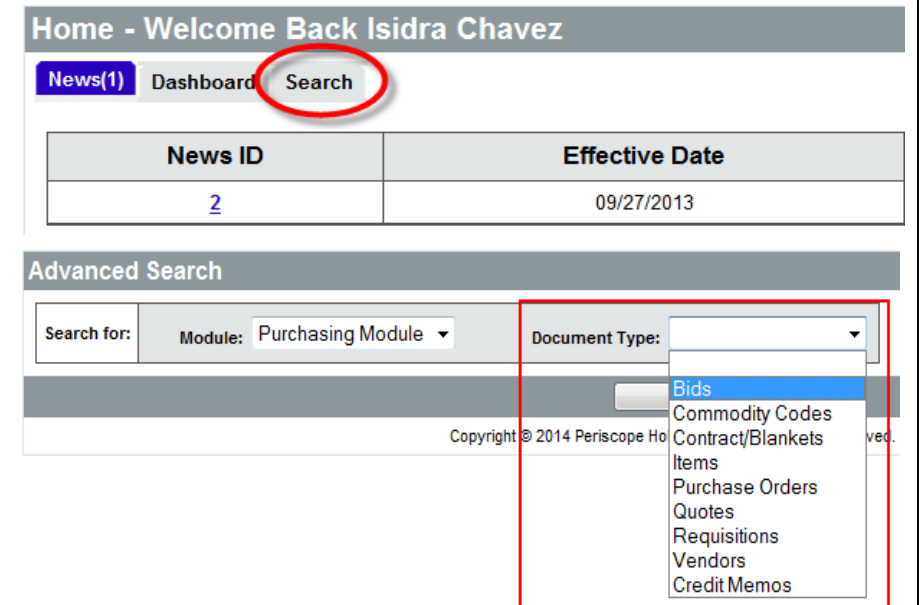
Step 2:

By selecting the **Inquiry Tab**:

- a.) Click the **Search tab**

The **Advanced Search** page displays.

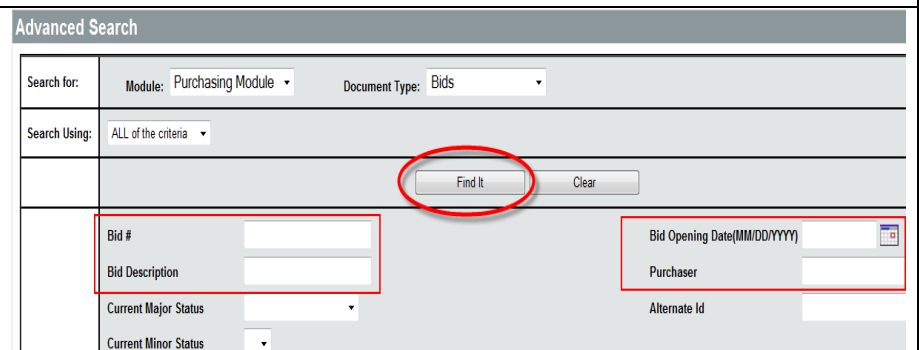
- b.) Select the appropriate **Document Type** from the drop down menu.



Step 3:

The **Advanced Search** page expands.

- a.) Use any of the search field filters to identify the items of interest.
b.) Once complete, click the **Find It button**.



Step 4:

A list of Results display.

- a.) Click on the desired **Document Bid Link** to view details.

Advanced Search

Results

Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser
AGENCY14B0001915	testing 9-25-14		Open Market	09/25/2014 01:40:00 PM	Department of Technology Management and Budget	6412000 / 52300	Isidra Chavez
AGENCY14B0001910	Master Blanket - testing	AGENCY14P00000741	Blanket	09/15/2014 08:30:00 AM	Department of Technology Management and Budget	1TEST / 321	Isidra Chavez
AGENCY14B0001897	consulting services - IT		Open Market	09/11/2014 09:45:00 AM	Department of Technology Management and Budget	6412000 / 52300	Isidra Chavez

Selecting the Eyeglass Icon provides the same search criteria as described above.



Basic Purchasing Inquiry Internal Administrator Organization Administrator Vendor Adminis
 NIGP Code Browse | My Account | Customer Service | Current Organization: Department of Technology Management and Budget October 10, 2014 1:47:05 PM EDT

Advanced Search

Search for:

Module: Purchasing Module

Document Type:

Bids

Commodity Codes
 Contract/Blankets
 Items
 Purchase Orders
 Quotes
 Requisitions
 Vendors
 Attachments